



## SPSC Hot Lunch Program: How to order lunch for your student(s)

Each year the Stoneybrook Parent School Council runs a biweekly hot lunch program for the students of Stoneybrook Public School. It's a fun, and nutritious lunch for the kids, and a break from the monotony of packing lunches for the parents.

And while the SPSC hot lunch program is an important fundraiser for Stoneybrook, we also work hard to ensure that prices remain low so that the food choices offered represent both value, and solid nutrition, as governed by the strict new Ministry guidelines.

**Register, order & pay on-line at the SPSC Hub**  
Visit our website at [www.Stoneybrookpsc.ca](http://www.Stoneybrookpsc.ca).

### HERE'S HOW:

1. Go to [stoneybrookpsc.ca](http://stoneybrookpsc.ca) and click on the **SPSC Hub** tab at the top of the web page.
2. Click the '*Register*' button to sign up. Our school code is **ST2014HL**.
3. Once registered on the Hub, you may log in to the web site.
4. At this point, you will see a "congratulations" screen. You may now enter your child(ren) under the '*Profile*' tab.
5. Click on the '*Orders*' tab and select the *current schedule* to order menu items.

**IT'S THAT EASY!**

**IMPORTANT TIP!**

Not participating in hot lunch? We encourage you to register even if your child does not participate so that you are able to receive emails, news and reminders from the SPSC.

### Other important points to remember:

- Remember, it is necessary that you re-register on the SPSC Hot Lunch & Fundraising website each year, as we must purge all personal information at the end of each year for privacy reasons. This also ensures that your contact and student info is current and accurate.
- Orders can be made online for any or all lunch dates, and paper order forms will still be accepted. Forms can be downloaded and printed from the website.
- Payments can be made directly on-line by clicking the '**Pay Now**' button at the bottom of the '*Student Orders*' page. Please note that it is not necessary that that you have a PayPal account to pay online by credit card.
- Should you prefer to submit a cheque directly to the school, we ask that you input your order online and print out a '**Remittance Form**'. Then send it to school, along with a single cheque payable to **Stoneybrook PSC**, in a sealed envelop.
- Orders can be edited, added to or cancelled throughout the term. **The cut-off date to order and/or make changes for each lunch is midnight the Wednesday prior.**